



भारत सरकार का उपक्रम A Government of India Undertaking



Union Bank of India, Regional Office - Machilipatnam,
D. No. 24/582, 1st Floor, 5 Roads Centre, Ramanaidupet, Beside Karnataka Bank,
Machilipatnam - 521 001, Tel : 08672-222888

PRE-QUALIFICATION NOTICE - EMPANELMENT OF CONTRACTORS

Union Bank of India, a leading Nationalized Bank, intends to empanel Contractors for a period of 3 years for the works of Furniture / Furnishing and Electrical works for its Branches / Offices in Machilipatnam Region. Interested individuals / companies may obtain the application forms on payment of Rs.500.00 (non- refundable by way of Demand Draft favouring Union Bank of India, payable at Machilipatnam) during 10.30 AM to 5.00 PM from **20.04.2022 to 11.05.2022** from Regional Office, Machilipatnam.

Designation of the Official and Address of the Office: Chief Manager, Operations Department
Union Bank of India,
Regional Office - Machilipatnam

The application forms are also available during aforesaid period on Banks website www.unionbankofindia.co.in and NIC portal eprocure.gov.in. However, the application forms downloaded from the websites shall be accompanied Pay Order / Demand Draft amounting to Rs.500/- (non-refundable) favouring Union Bank of India, payable at Machilipatnam. Bidders should submit bids in sealed covers superscribing application for empanelment of Contractors before 3.00 PM on **11.05.2022** at Regional Office, Machilipatnam. The bids will be opened on **11.05.2022** at 4.00 PM. at Regional Office, Machilipatnam

Union Bank of India reserves the right for rejecting any or all applications received without assigning any reasons whatsoever.

Date: 20.04.2022
Place: Machilipatnam

Regional Head





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D. No. 24/582, 1st Floor, 5 Roads Centre, Ramanaldupet, Beside Karnataka Bank,
Machilipatnam - 521 001, Tel : 08672-222888

Tender Reference No: **RO:MTM:OPS:105:2021-22**

Date 08-03.2022

REQUEST FOR PROPOSAL (RFP) - EMPANELMENT OF CONTRACTORS

General information for the contractors who wish to include their name in the Bank's panel to carry out Furniture / Furnishing, Electrical works.

1. Intending contractors are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed proforma for considering their names for empanelment.
2. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.
3. If the space provided in the proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
4. Information furnished to Bank will be kept as strictly confidential.
5. Decision of the Union Bank of India regarding selection of contractors for empanelment will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post.
6. Intending contractors are requested to read carefully before filling the particulars in the proforma. Incomplete applications will not be considered.
7. Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the party's empanelment can be cancelled immediately.
8. Where copies are required to be furnished, these should be certified copies.
9. Cost of the application form is Rs.500.00 which is not refundable, to be paid by way of Pay Order / Demand Draft favoring Union Bank of India payable at Machilipatnam
10. Application form is not transferable.
11. Empanelment of the firm will be valid only for 3 years, if selected.
12. The prescribed Application Form can be downloaded from Bank's website or collected from Regional Office Machilipatnam at the address mentioned above. The prospective offerers may collect the tender documents from Regional Office. The Tender documents will be issued between 10.30 AM to 5.00 PM on all working days from 20.04.2022 to 11.05.2022
13. The duly filled in, sealed and superscripted (application for empanelment of Contractors) tender envelopes must be dropped in the Tender Box placed at the Regional Office, Machilipatnam up to 3.00 PM on or before 11.05.2022.



14. The technical bids will be opened on **11.05.2022** at 4.00 PM. at Regional Office, Machilipatnam in the presence of the tenderers / Bank's representatives. All the tenderers are advised in their own interest to be present on the date at the specified time. If the tender openings date, happens to be a holiday, technical bids will be opened on the next working day.
15. Offers from Brokers / intermediaries will not be entertained as Bank does not pay brokerage / commission.
16. Bank reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Canvassing in any form will disqualify the tender. No brokerage will be paid.
17. Empanelment of Contractors is subject to Bank norms / rules etc.



BIO - DATA OF CONTRACTING AGENCY

1. Name of the firm :

1 a) Address (Head Office) :

Telephone No. :
 Office :
 Residence :
 Mobile :
 Fax :
 E-Mail :

1 b) Address (Branch Office) :

Telephone No. :
 Office :
 Residence :
 Mobile :
 Fax :
 E-Mail :

Whether proprietary/partnership/ :
 Pvt. Ltd. / Public Ltd. (certificate
 of registration / partnership deed
 to be enclosed as Annexure-I).

b) Name of the Proprietor, :
 Partners, Directors

I)

II)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :
 ii) GST No. :
 iii) EPF Regn. No. :
 iv) ESI Regn. No. :
 v) TIN / VAT No. :

(copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C, II-D & II-E)

4. Names of the Bankers with address & telephone numbers:

I)

II)



5. Enclose solvency certificate of the : Enclosed / Not enclosed
amount as mentioned at Point No.18(5)
(Certificate to be enclosed as Annexure III).

Note: The solvency certificate should be addressed to Union Bank of India and not older than six months from the date of advertisement.

6. Furnish copies of audited balance- : Enclosed / Not enclosed
Sheet and Profit & Loss A/C. for
the last 3 years as Annexure-IV-A, IV-B & IV-C.
7. Registration with Govt. / Public Sector / Banks (certificates of Registration to be enclosed as Annexure-V.

Name of the Organization	Year since empanelled

8. Give details if at present involved in litigation in similar type of contracts:

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose:
during execution of contract in the
past 10 years.

10. Specify maximum value of single :
value project executed during the
last three years.

11. Name & relation, if any, with the staff :
member of Union Bank of India.



12. Details of work executed during the last 3 years:

Type of work	
Work executed for (name of the Institution / Body)	
Nature of work (in brief)	
Location	
Value Rs.	
Duration of work	
Date of commencement of work	
Date of work completion	
If work left incomplete or terminated (give reasons)	

Note: Copies of work orders along with xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed as Annexure VI. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work **on hand** (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure-VII).

Type of work	
Work executed for (name of the Institution / Body)	
Nature of work (in brief)	
Location	
Value Rs.	
Duration of work (stipulated time)	
Date of commencement of work	
Present stage of work	

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

15. Turnover in last 5 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid	VAT paid	GST paid
1	2019-20				
2	2019-20				
3	2018-19				
4	2017-18				
5	2016-17				

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure VIII-A,B,C,D & E

16. List of equipment's / machinery owned:

Sr. No.	Name of equipment	Year of manufacture	Nos. available

17. GROUP FOR WHICH REGISTRATION IS SOUGHT OUT OF THE FOLLOWING CATEGORIES

Sr. No.	Name of the activity	Work for which empanelment is sought
1	Furniture / Furnishing / Civil work (Civil repairs including new work, Structural rehabilitation of building, Sanitary & plumbing, Waterproofing).	
	Category A - Upto Rs.40 lacs	
	Category B - Upto Rs.15 lacs	
2	Electrical work including repairs.	
	Category A - Upto Rs.30 lacs	
	Category B - Upto Rs.15 lacs	
3	Air-conditioning - Installation, servicing and maintenance.	
4	Pest control	

NOTE: For works at Sr. Nos. 1 and 2, category shall be mentioned; whereas for works at Sr. Nos. 3 to 5, empanelment will be done without category.



18. PRE-QUALIFICATION CRITERIA:

Sr. No.	Criteria	Weightages	Self-rating marks
1	<p>For works at Sr. Nos. 1 & 2</p> <ul style="list-style-type: none"> - Should have executed one similar work of 80% of the value indicated for the category for which registration is sought during last 3 years OR - Should have executed two similar works of 50% of the value indicated for the category for which registration is sought during last 3 years OR - Should have executed three similar works of 40% of the value indicated for the category for which registration is sought during last 3 years OR - For works without classification i.e. from 3 to 5, three similar works of Rs.5.00 lacs each. 	60	
2	<p>Average turnover for the last three years shall be 30% of the upper ceiling mentioned / estimated cost of the work</p> <p><u>For Work at Sr. No. 1</u></p> <ul style="list-style-type: none"> - Category A Rs.12.00 lacs - Category B Rs.4.50 lacs. <p><u>For Work at Sr. No. 2</u></p> <ul style="list-style-type: none"> - Category A Rs.9.00 lacs - Category B Rs.4.50 lacs <p>For works at Sr. nos. 3 to 5 Rs.1.50 lacs.</p>	20	
3	Should have made profit for at least two years during the last three years.	10	
4	<p>Should have submitted solvency certificate of 30% of the upper ceiling mentioned (Solvency certificate shall not be older than six months)</p> <p><u>For Work at Sr. No. 1</u></p> <ul style="list-style-type: none"> - Category A Rs.12.00 lacs - Category B Rs.4.50 lacs. <p><u>For Work at Sr. No. 2</u></p> <ul style="list-style-type: none"> - Category A Rs.9.00 lacs - Category B Rs.4.50 lacs <p>- For works at Sr. nos. 3 to 5 Rs.1.50 lacs.</p>	10	
TOTAL		100	

NOTE: Criteria mentioned above is just minimum requirement. The Bank at its discretion may upgrade the criteria. No complaint on this account will be entertained. Contractors scoring 80 marks & above will only be considered for pre-qualification. Contractors themselves have to fill in self-rating marks column in the above table.



19. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
IIA, IIB, IIC, IID, IIE	Certificates of registration with Income Tax, GST, EPF, ESI and VAT / TIN authorities.	
III	Solvency Certificate.	
IVA, IVB, IVC	Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
V	Certificates of Registration with Govt. / Public Sector / Banks.	
VI	Copies of work orders along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VII	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VIIIA, VIIIB, VIIIC, VIID, VIIIE	Copies of income-tax returns / assessment orders for previous 05 years.	
IX	Confidential report from client for the qualifying work	

Note: In absence of any of the above enclosures, your application is likely to be rejected.

DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Union Bank of India, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Union Bank of India in selection of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

Place :
Date :

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION



CONFIDENTIAL REPORT

(To be obtained from client on their letter head in a sealed envelope)

This is to certify that M/s.

_____, having office at

have carried out works of following project as under:-

1. NAME OF FIRM & ADDRESS	
2. DETAILS OF WORK DONE BY THE FIRM	
3. VALUE OF CONTRACT EXECUTED	
4. QUALITY OF SERVICE RENDERED	
5. QUALITY OF AFTER SALES SERVICE	
6. COMPETENCE TO HANDLE WORKS	
7. INTEGRITY AND RELIABILITY OF THE FIRM	
8. DEALING IN EXECUTION OF WORK	
9. WHETHER TIME SCHEDULE IS ADHERED TO	
10. GENERAL ATTITUDE OF THE FIRM	
11. ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION.	

PLACE:

DATE:

SIGNATURE
NAME
DESIGNATION
WITH OFFICE SEAL